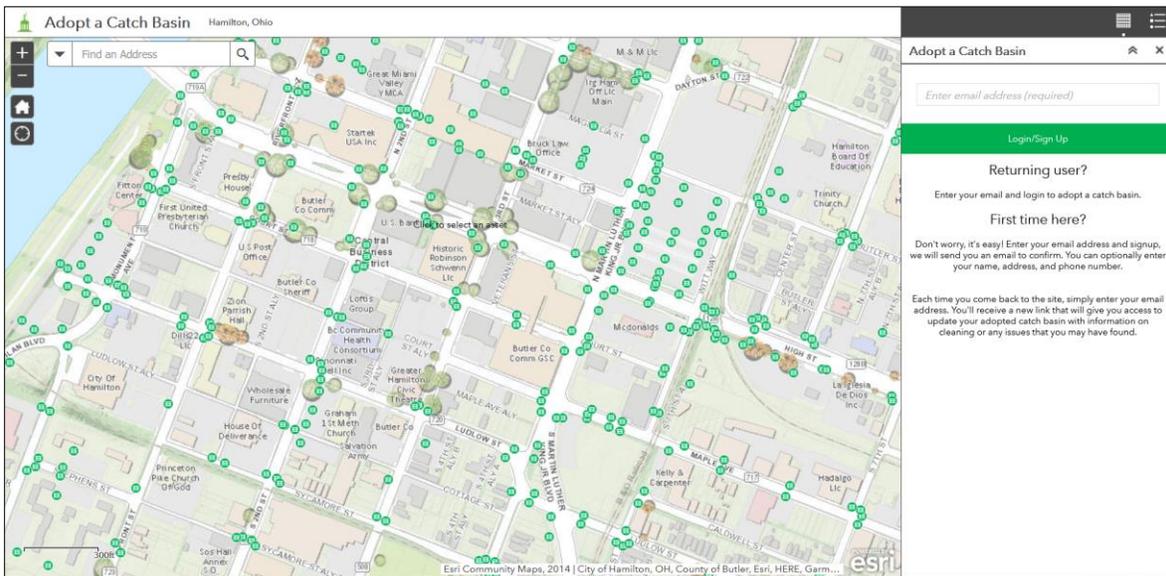


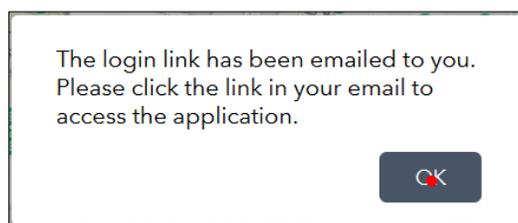
## How to Change your Catch Basin's Status

Note: If you have not signed up or adopted a catch basin yet, please refer to the [How to Sign up and Adopt a Catch Basin](#) document

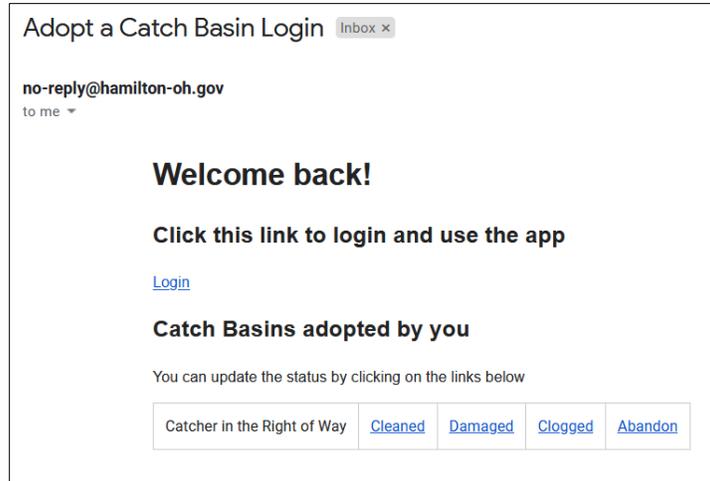
1. Now that you have adopted a catch basin and cleaned/inspected it, you will want to update the status. You can either click the login link from your original welcome email, or you can go to the Adopt a Catch Basin App from the City of Hamilton web site.
2. When you go through the City website, you will first need to reenter your email address and select **Login/Sign Up**



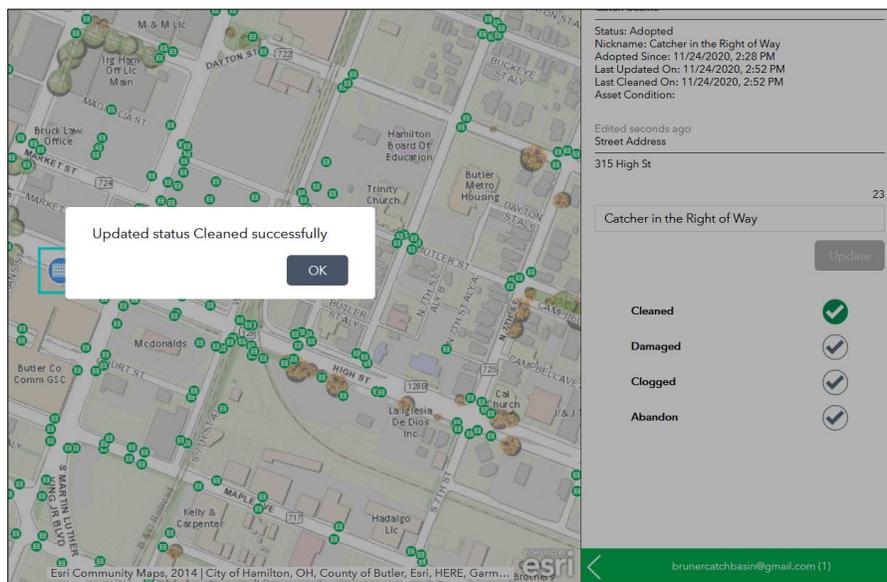
3. A window will pop up letting you know that a login link has been emailed to you. Click **OK** and close the **Adopt a Catch Basin** app.



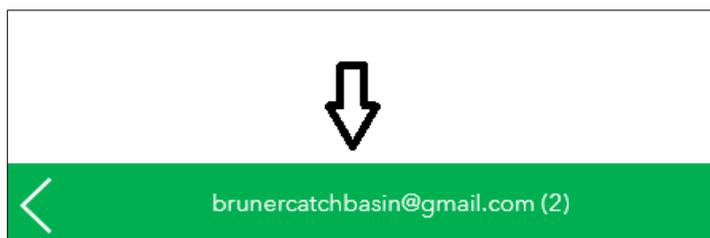
4. Go to your email and you will find the Welcome Back email. This will give you a login link to gain access back to the application. The email will also give you a list of catch basins that you have adopted up to this point.



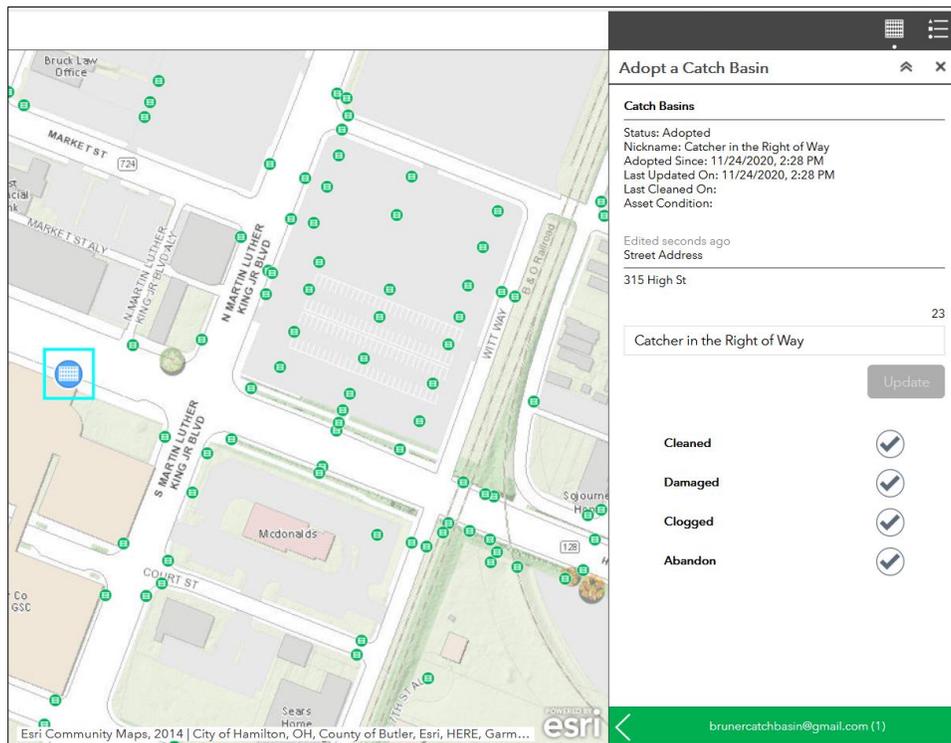
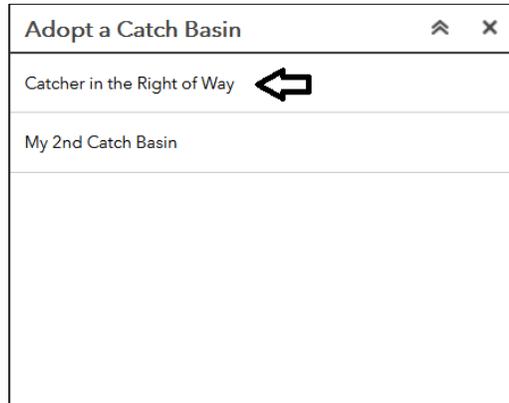
5. You can click **Login** to link back to the app and find your catch basin to update. Alternately, you can update the status right within the email! Simply click on the correct status next to the name of the catch basin, and the app will open to show you that the asset was updated successfully.



6. At this point, you have successfully updated your asset and can close the application if you wish.
7. If you decide to click the **Login** link from the email instead, you must select your catch basin in the app in order to update the status. To make this easier, click on the green bar at the bottom of the right hand panel that displays your email address.



8. This will show you any catch basins that you have adopted. Click on your catch basin here and the map will automatically pan and zoom to your asset.



9. Click on the status that you wish: **Cleaned, Damaged, or Clogged** (Select **Abandon** if you decide you no longer want this catch basin)

10. You have successfully updated the status of your catch basin! If you do not need to adopt or update any other catch basins, you may close the application.